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Introduction

The Intelligent School Management System ***(iSchool***) is an application software that combines systems which work together to serve the full range of stakeholders; which include: students, faculty, staff, administrators, and alumni.

This *iSchool* allows students to:

- Register for courses each semester
- Prepare financial plan for each semester
- Check and print scholastic reports
- Check and print registration slip
- Check and edit portions of their demographic information
- View course lecturers for a particular semester
- Check and print examination permits
- Apply for graduation, hostel accommodation, and change of program
- Send complain to various offices on campus
- View response on complains sent and other notices required.
- Check class seats
- Check time table

Getting started

To have access to the system, open any internet browser, and enter the iSchool web address (http://192.168.2.62/iSchool).

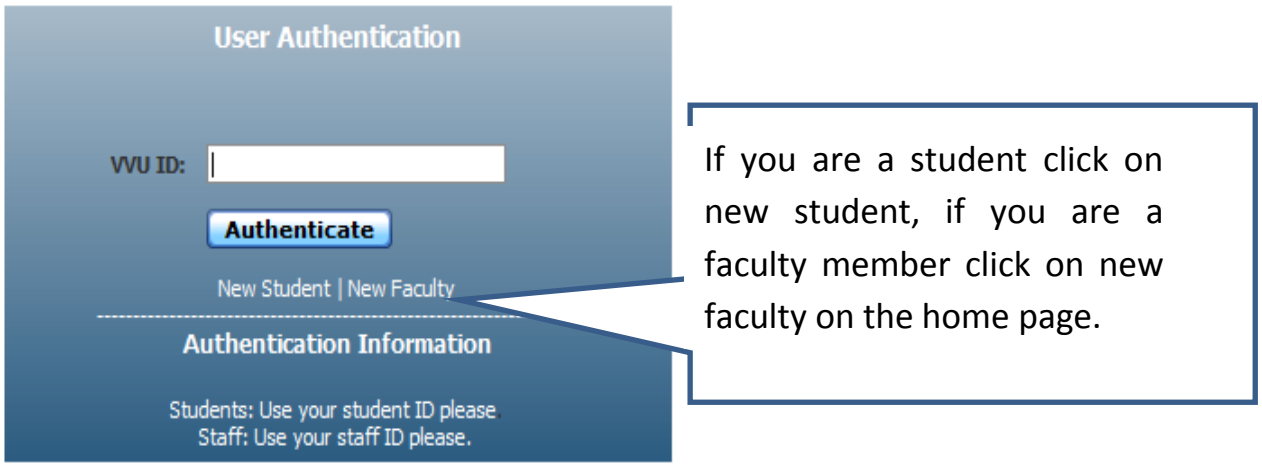
If you are new to the system, you need to create an account in other to use it (See **Item 1** below).

If you are an existing user, go to **Item 2**

Item 1: Account creation

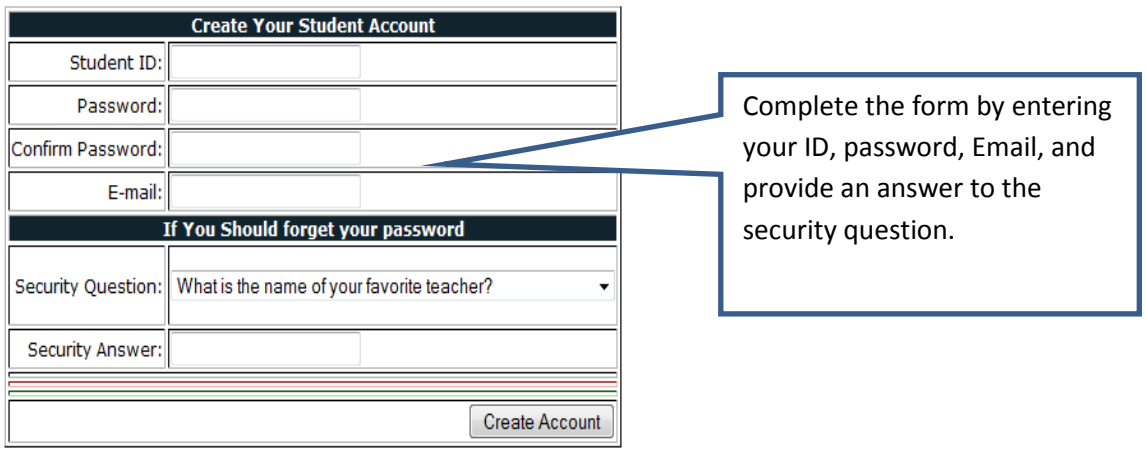
If you are a student click on new student, if you are a faculty member click on new faculty on the home page.

Figure 1.0: *iSchool* Home Page


User Authentication
VVU ID:
Authenticate
New Student | New Faculty
Authentication Information
Students: Use your student ID please
Staff: Use your staff ID please.
If you are a student click on new student, if you are a faculty member click on new faculty on the home page.

- Enter your Valley View University (VVU) ID Number that was provided in your admission letter.
- Click on the **Authenticate** button.
- Provide a password which you will use any time you want to log in. (Please take time to think about this and create a password which you can easily remember.)
- Confirm the password by entering it again.

Figure 1.1: Create Your Student Account Page (Empty Fields)


Create Your Student Account
Student ID:
Password:
Confirm Password:
E-mail:
If You Should forget your password
Security Question:
What is the name of your favorite teacher?
Security Answer:
Create Account
Complete the form by entering your ID, password, Email, and provide an answer to the security question.

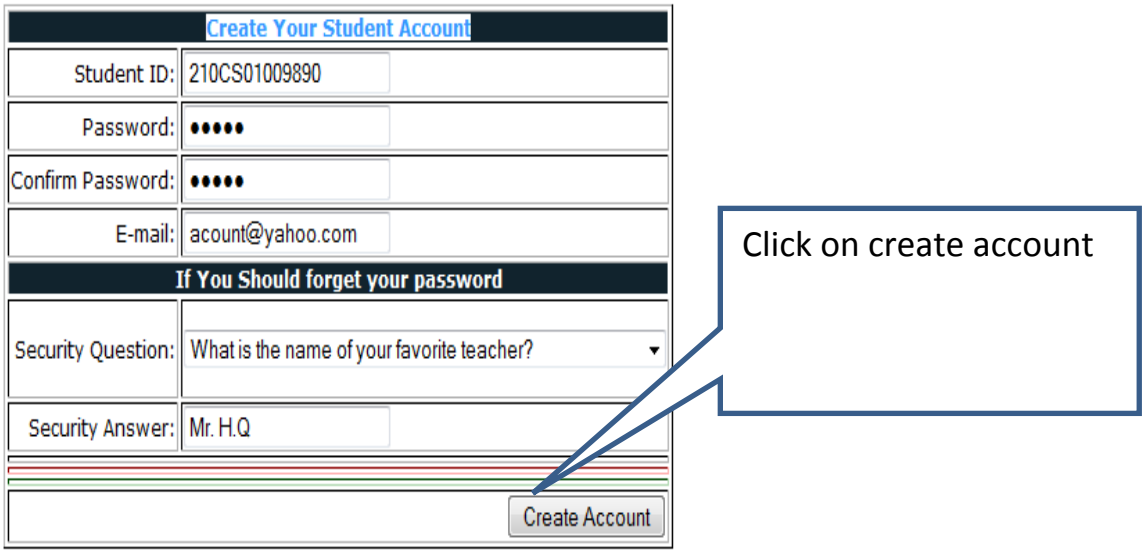
Note: the system is case sensitive; when you are entering make sure you check the caps lock. If you want to use capital letters, put the caps lock on or else put it off by pressing on the caps lock key once. Make sure your password is such that you will not forget it because you will need it any time you want to log in.

- Enter your email address.

Choose a test question and provide an answer. This will help you retrieve your password in case you forget it.

Cross check the information you have provided and click on create account.

Figure 1.2: Create Your Student Account Page (Fields with data)

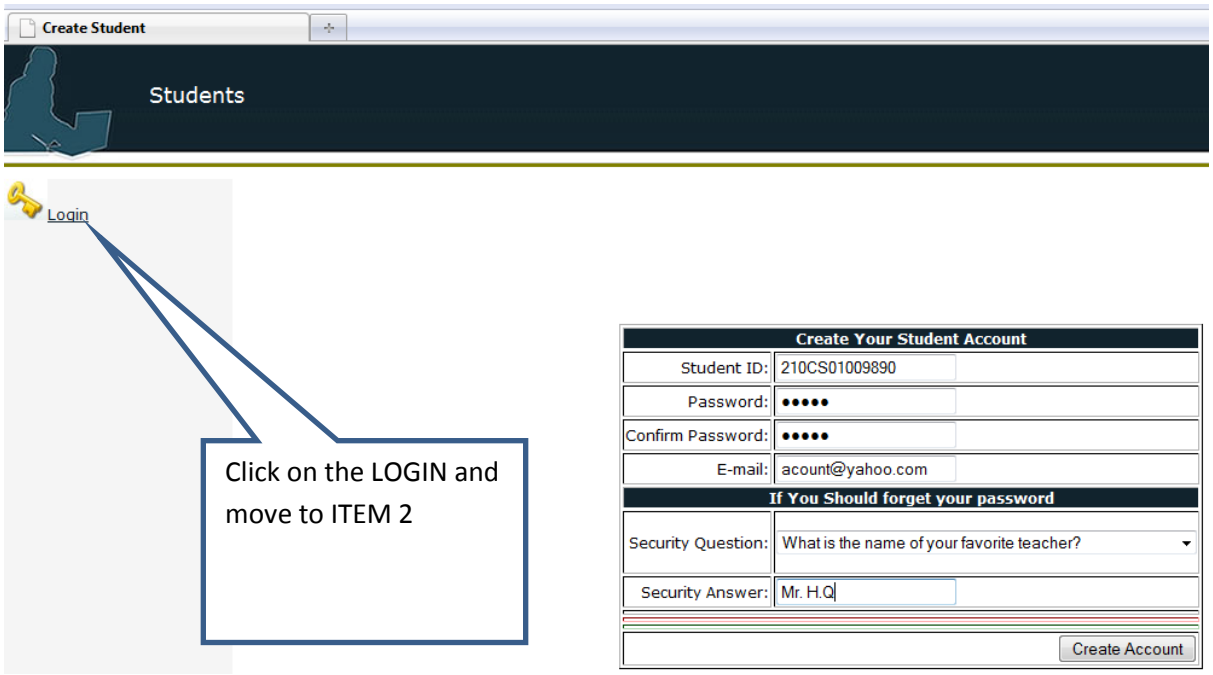


If the information provided is correct, you will receive a message saying ***"your account has been created successfully"***

New Users:

From the page where you created the account, click on the **Login** link, this will take you to the home page. Enter your ID Number and click on

Figure 1.3

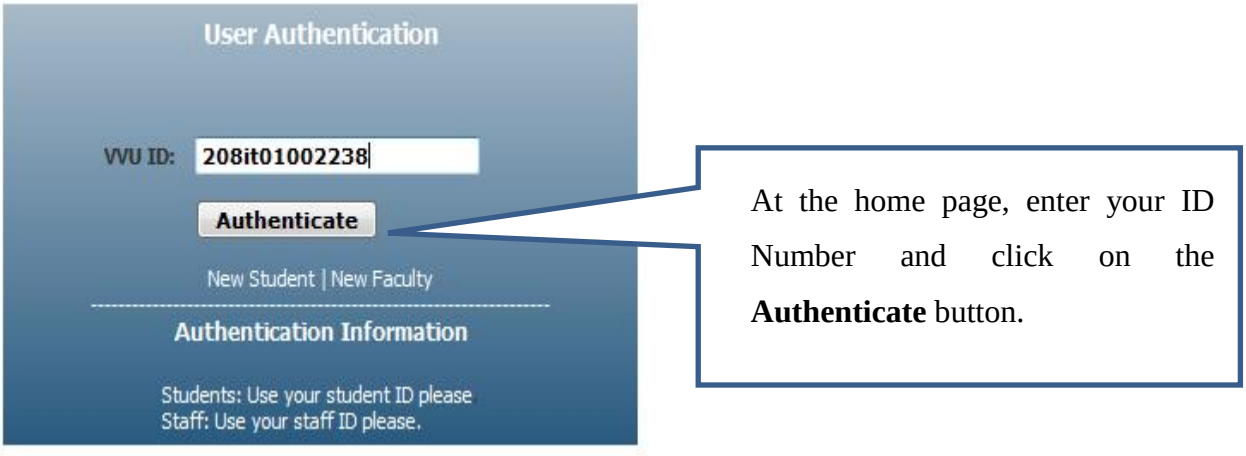


Item 2: Login

Existing users:

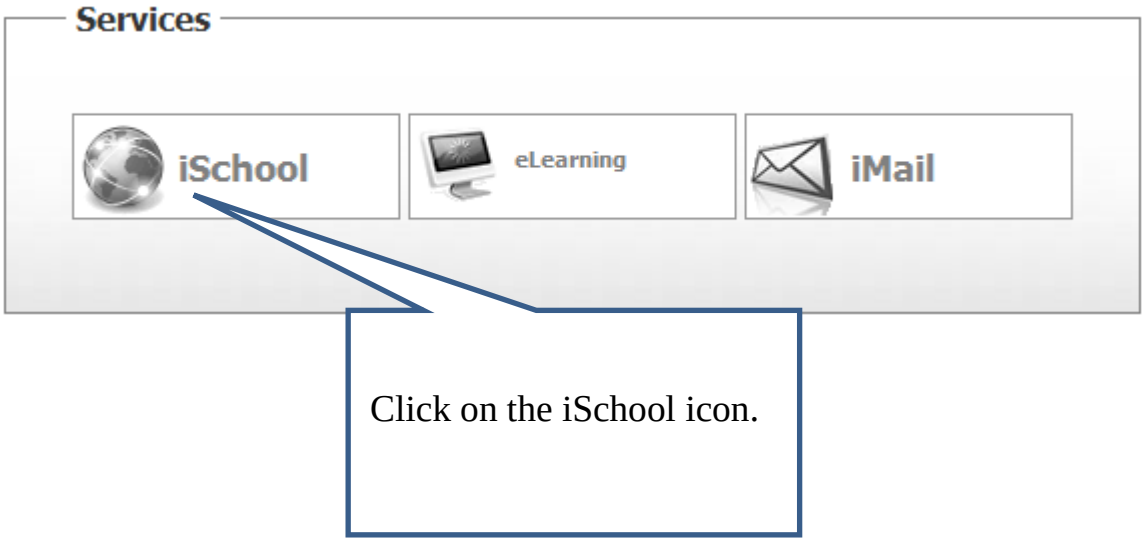
- At the home page, enter your ID Number and click on the **Authenticate** button.

Figure 2.0


User Authentication
VVU ID:
208it01002238
Authenticate
New Student | New Faculty
Authentication Information
Students: Use your student ID please
Staff: Use your staff ID please.
At the home page, enter your ID Number and click on the **Authenticate** button.

- Click on the iSchool icon.

Figure 2.1



- Enter your password and click on login.

Figure 2.2

Item 3: Registration

Step 1: financial plan

- Click on **Financial plan link**

Figure 3.0

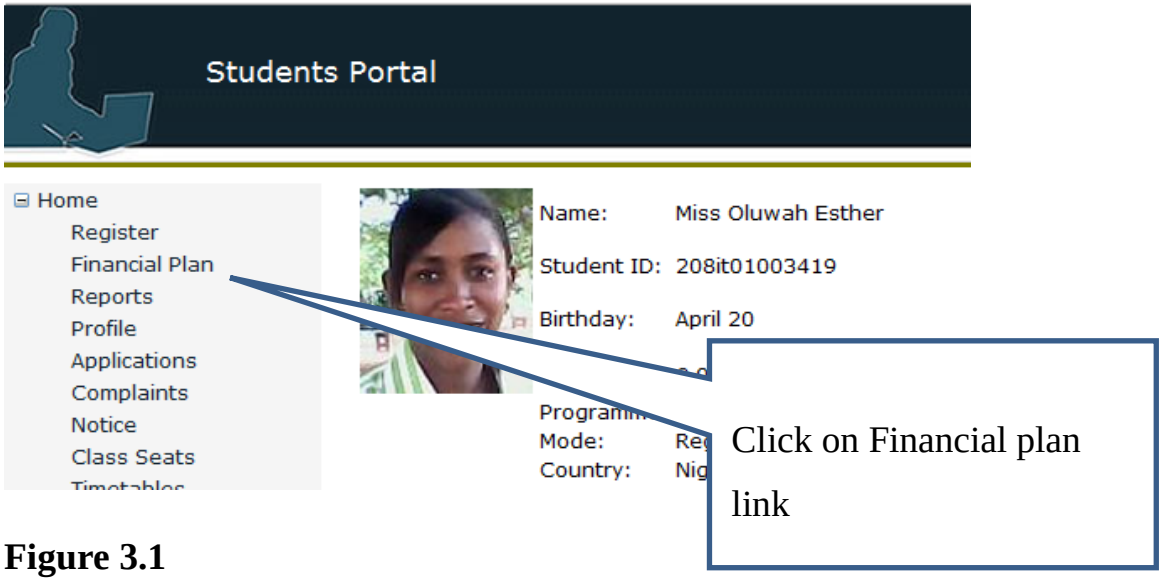
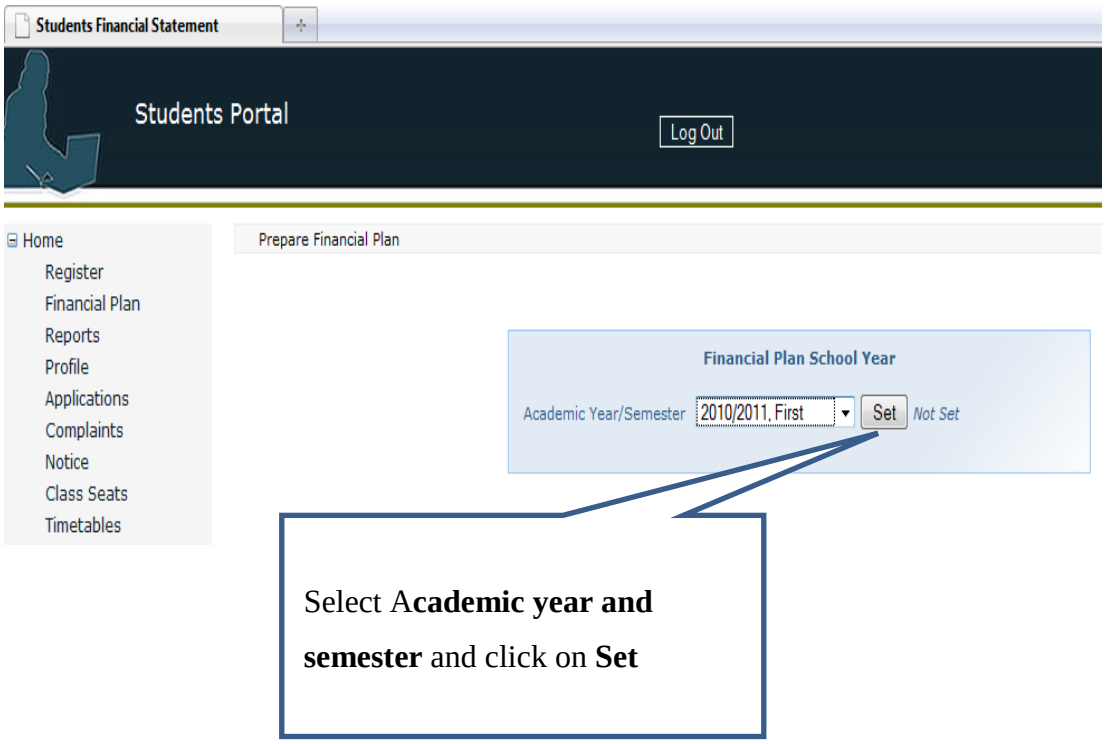


Figure 3.1

❖ Select A**cademic year and semester** and click on **Set**

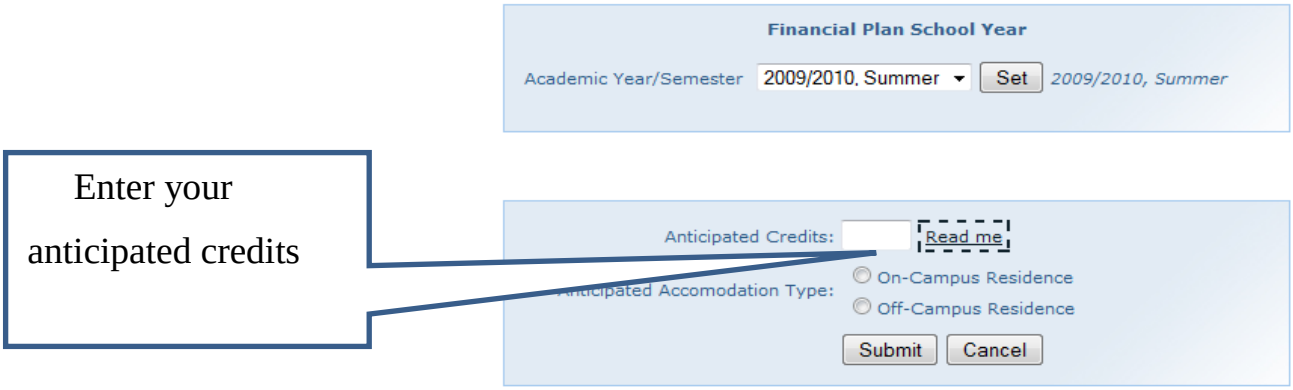


❖ Click on Edit

Figure 3.2

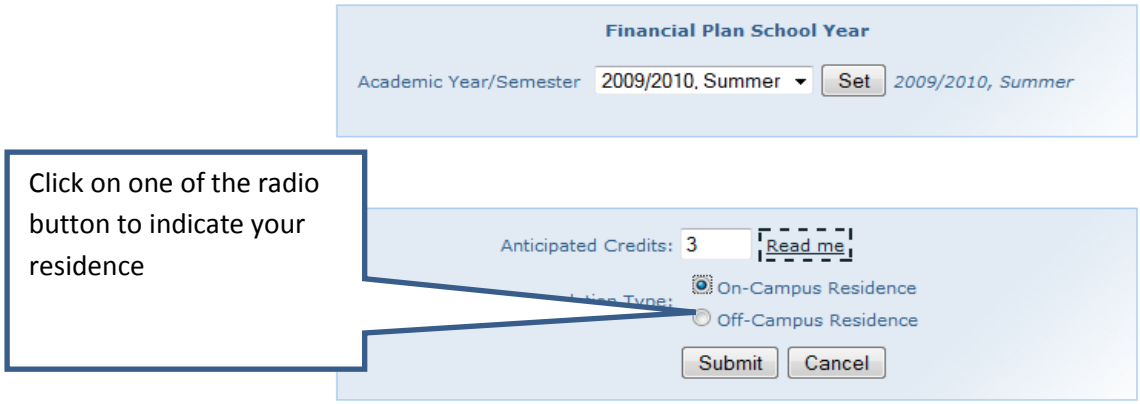
❖ Enter the number of credit hours you will be doing for the semester.

Figure 3.3



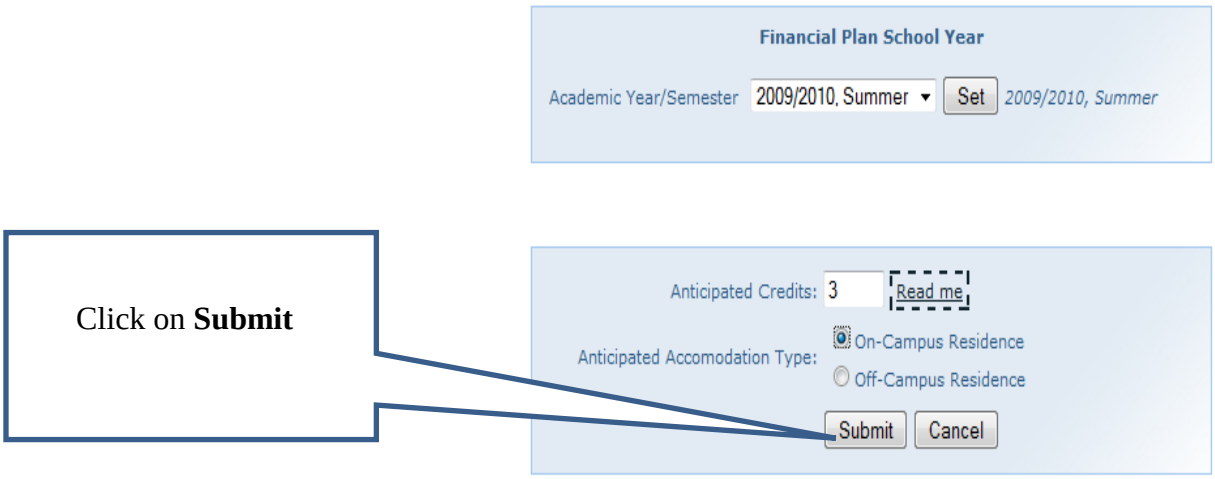
Indicate whether you are on campus or off campus by checking one of the R**adio buttons**.

Figure 3.4



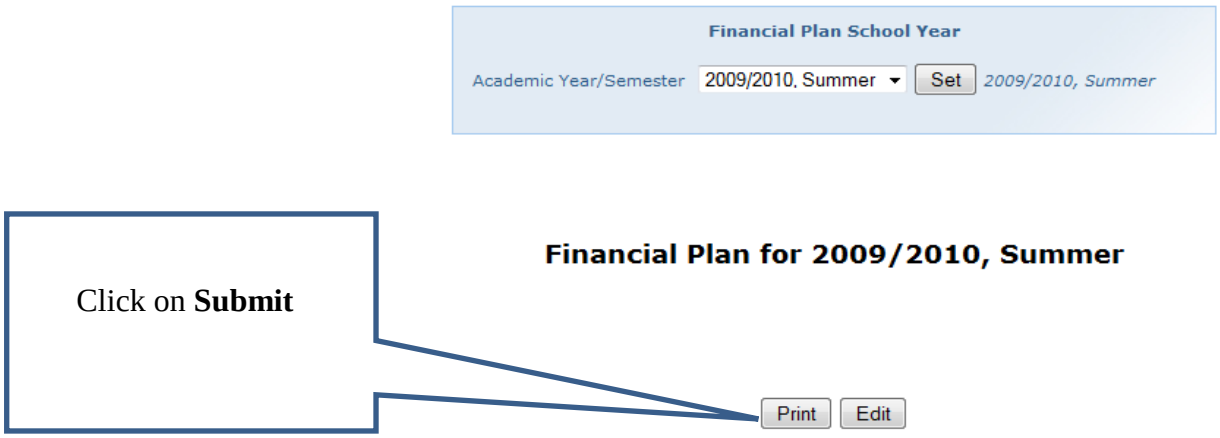
- Click on **Submit**

Figure 3.5



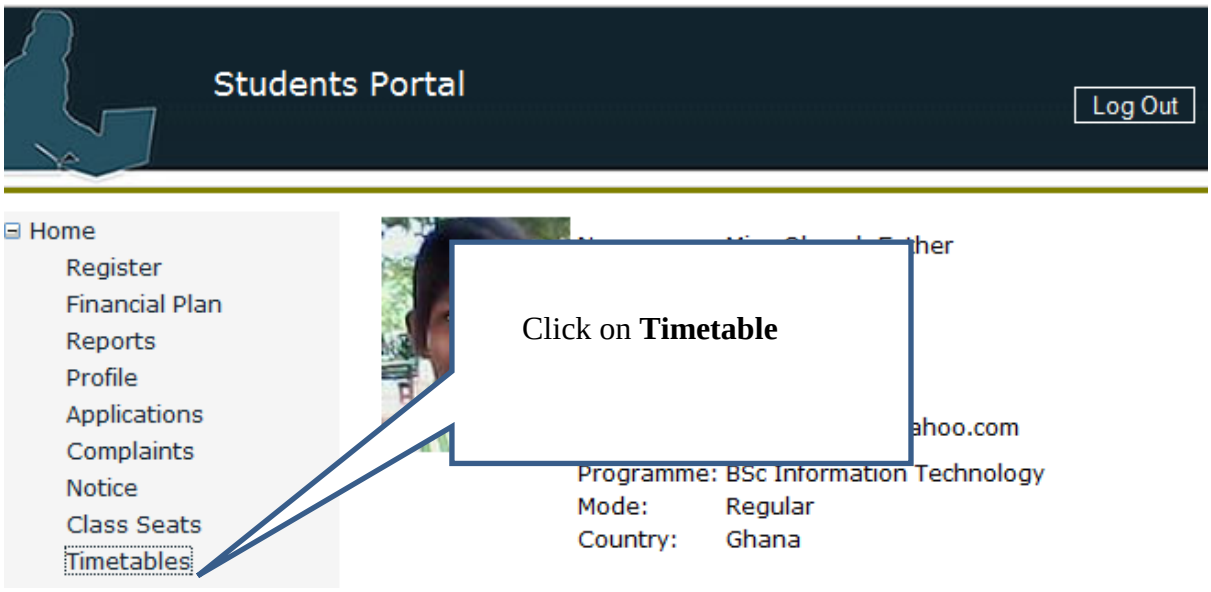
- You can edit the financial plan by clicking on the E**dit Button**
- Click on **Print Button** to save your financial plan or print it out if a printer is attached to the computer

Figure 3.6



Note: before you proceed to register, first click on the **Timetable Link** to check your courses codes and time for each section.

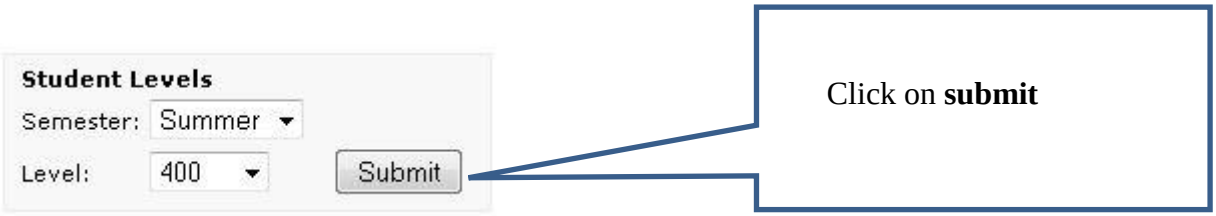
Figure 4.0



Step 2: setting semester and level

- Click on the **Register Button select your semester and level carefully** and click on **Submit**

Figure 5.0

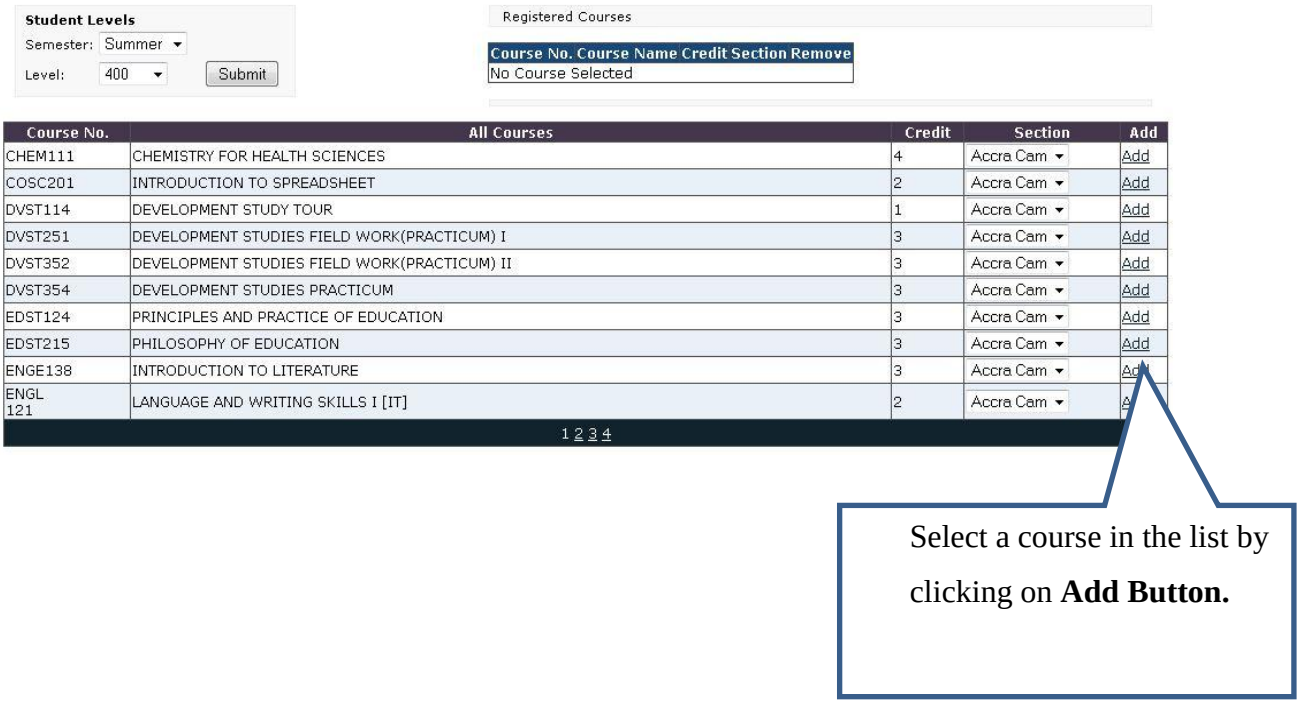


If you are not sure about your semester and level go back and cross check before proceeding.

Step 3: Selecting Courses

- You can select a course in the list by clicking on **Add Button.**

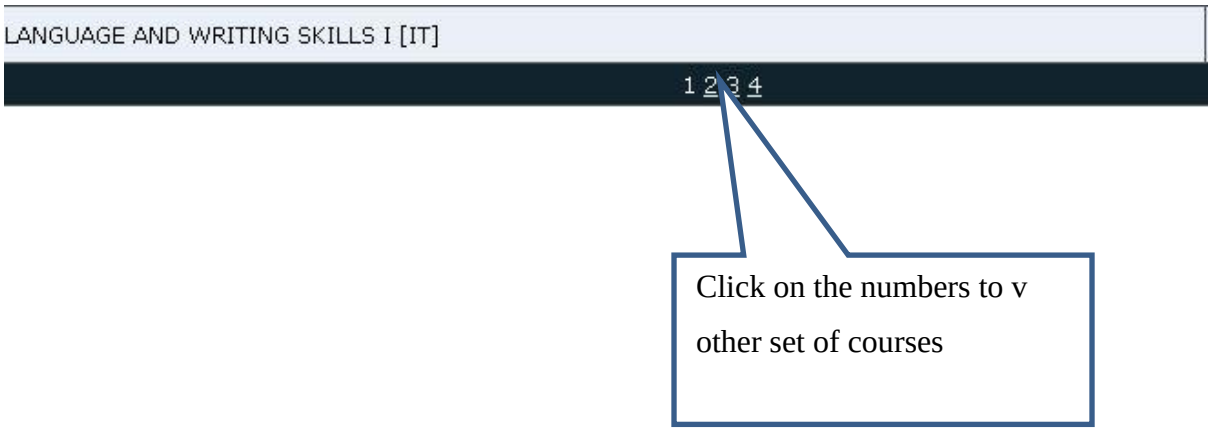
Figure 5.1


Student Levels
Semester: Summer
Level: 400
Submit
Registered Courses
Course No. Course Name Credit Section Remove
No Course Selected
Course No. All Courses Credit Section Add
CHEM111 CHEMISTRY FOR HEALTH SCIENCES 4 Accra Cam Add
COSC201 INTRODUCTION TO SPREADSHEET 2 Accra Cam Add
DVST114 DEVELOPMENT STUDY TOUR 1 Accra Cam Add
DVST251 DEVELOPMENT STUDIES FIELD WORK(PRACTICUM) I 3 Accra Cam Add
DVST352 DEVELOPMENT STUDIES FIELD WORK(PRACTICUM) II 3 Accra Cam Add
DVST354 DEVELOPMENT STUDIES PRACTICUM 3 Accra Cam Add
EDST124 PRINCIPLES AND PRACTICE OF EDUCATION 3 Accra Cam Add
EDST215 PHILOSOPHY OF EDUCATION 3 Accra Cam Add
ENGE138 INTRODUCTION TO LITERATURE 3 Accra Cam Add
ENGL 121 LANGUAGE AND WRITING SKILLS I [IT] 2 Accra Cam
1 2 3 4
Select a course in the list by clicking on Add Button.

Moving through the courses

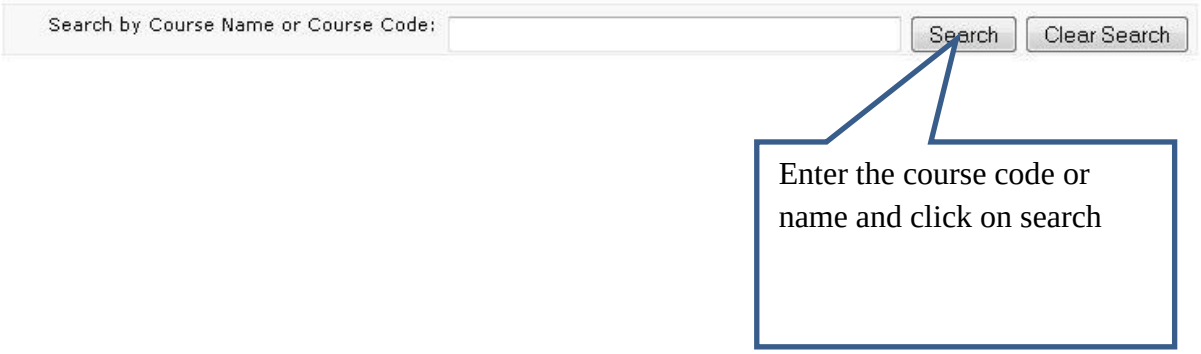
You can see more courses in this section by clicking on the numbers below.

Figure 5.2



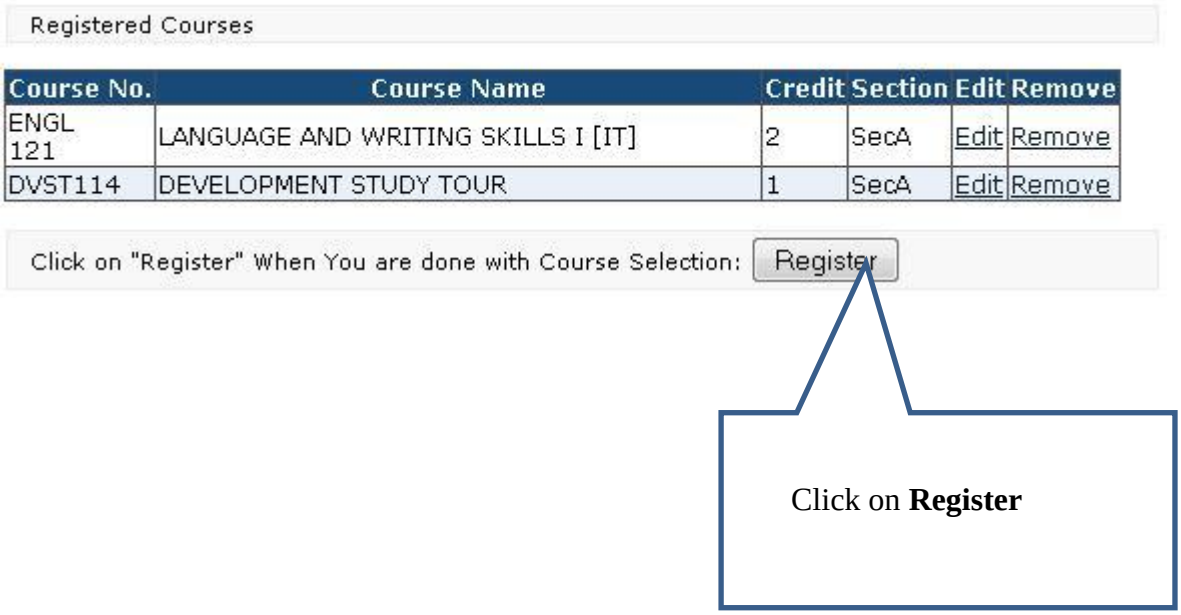
- If the course is not in the list, you can search by enter the course code in the search bar and clicking on the **Search Button.**

Figure 5.3



- To check the number of available seats in a class, enter course code in the search bar and click on **Search.**
- When you are done selecting the courses, click on **Register Button** a message will pop up asking if you are sure about the courses.

Figure 5.4



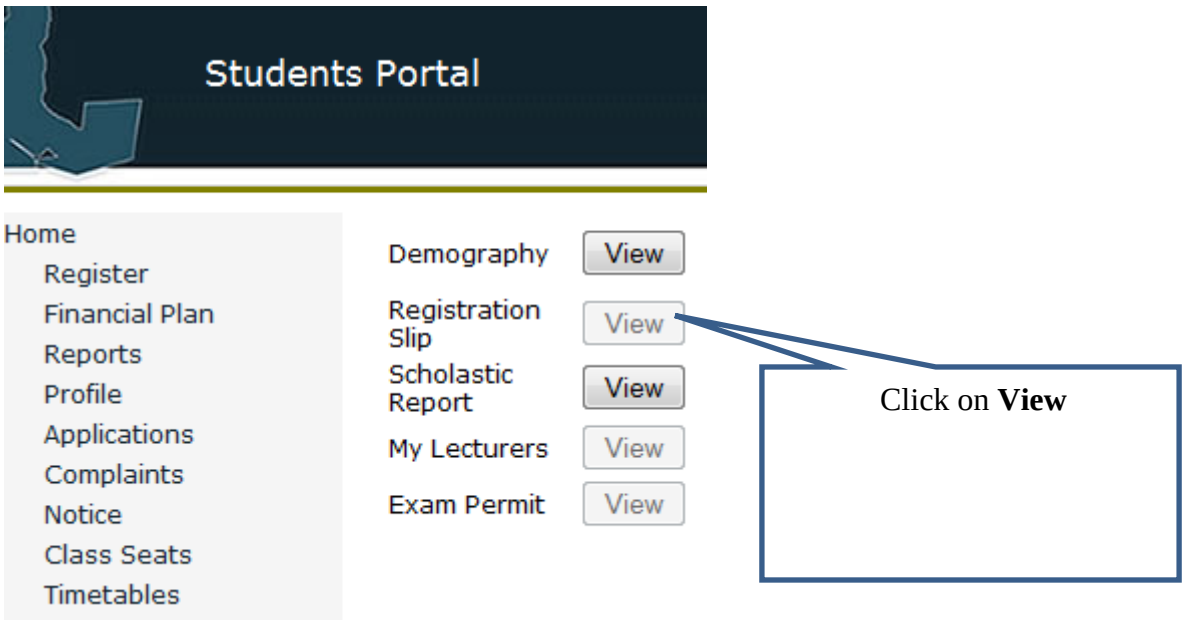
- **IF YOU ARE NOT SURE PLEASE GO BACK AND CROSS CHECK THE SELECTED COURSES.**

Note: you cannot edit the courses after registering. To ADD or DROP a course, you need to go to the admissions and records office which comes with a fee of GH¢ 20.

Step 4: Printing of Registration Slip

- Click on **Reports** click on **Registration Slip Button.** You can save or print your registration slip.

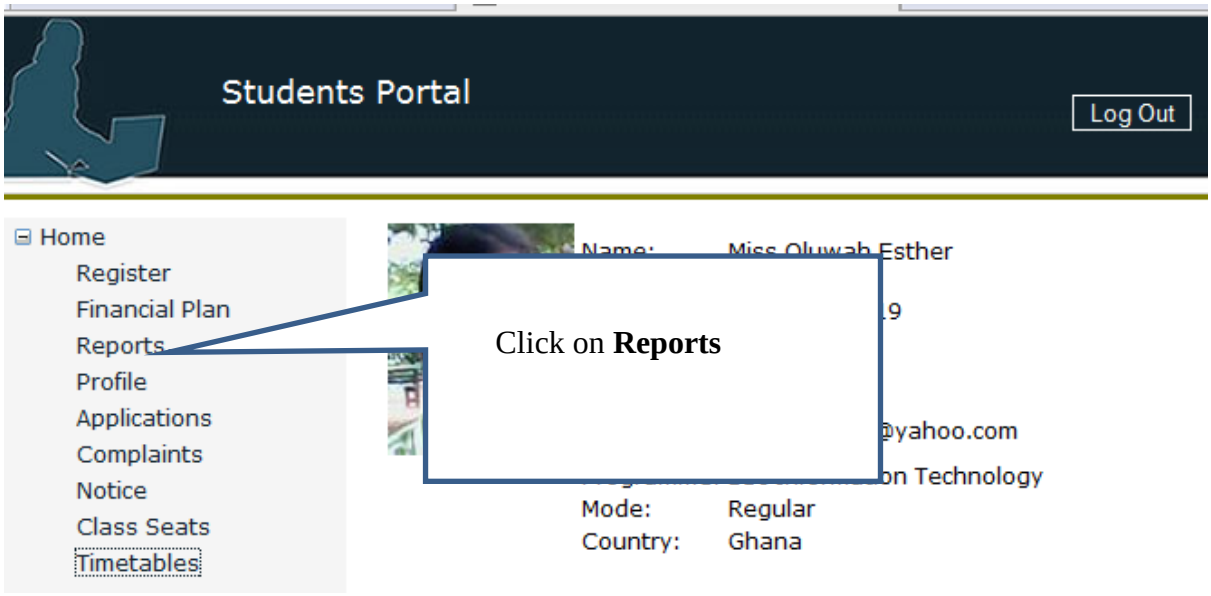
Figure 6.0



Note: Please sign and keep the registration slip, because it is the evidence to prove you have registered.

Item 3: Viewing Reports

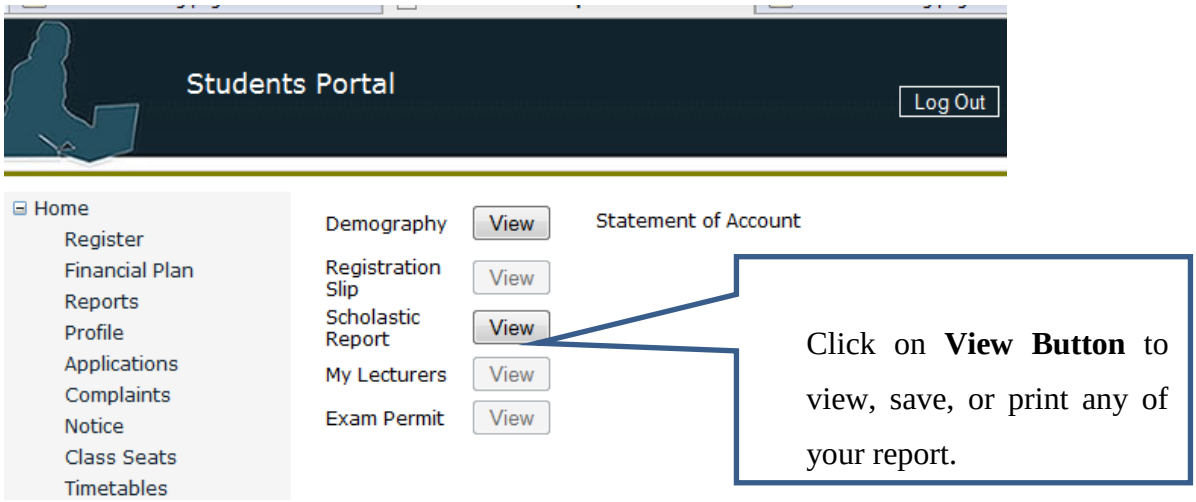
- Click on the **Reports** Link**,** and then click on the **View** Button beside Demography to view your demographic information.
- **Figure 7.0**



Click on the **View** Button beside Registration Slip to view or print your Registration Slip.

- ❖ Click on the **View** Button beside Scholastic Report to view or print your Scholastic information.
- ❖ Click on the **View** Button beside My Lectures to view the Lecturers teaching your registered courses.
- ❖ Click on the **View** Button beside Exams Permit to view or Print your Exams Permit

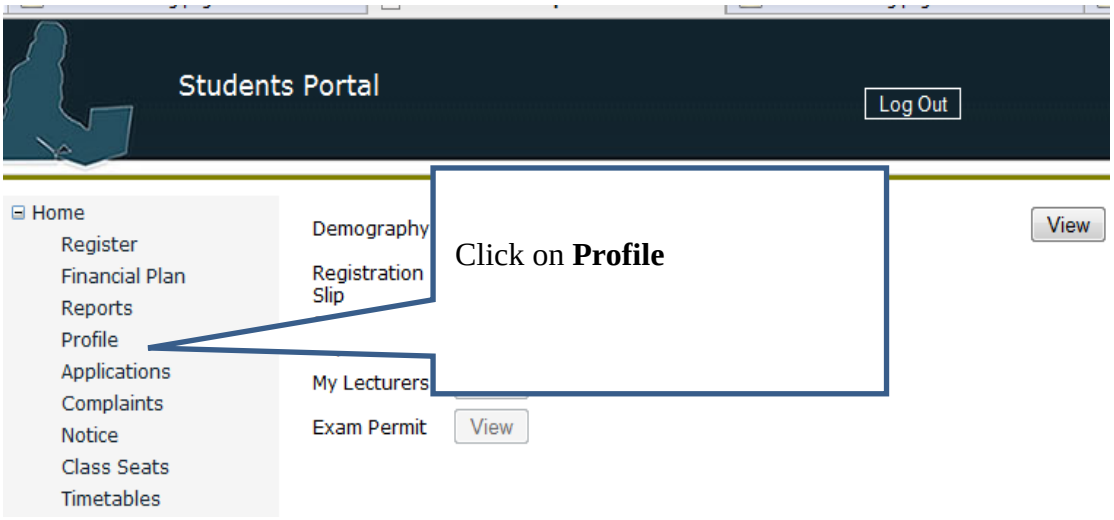
Figure 7.1



Item 4: Viewing and Editing Profile

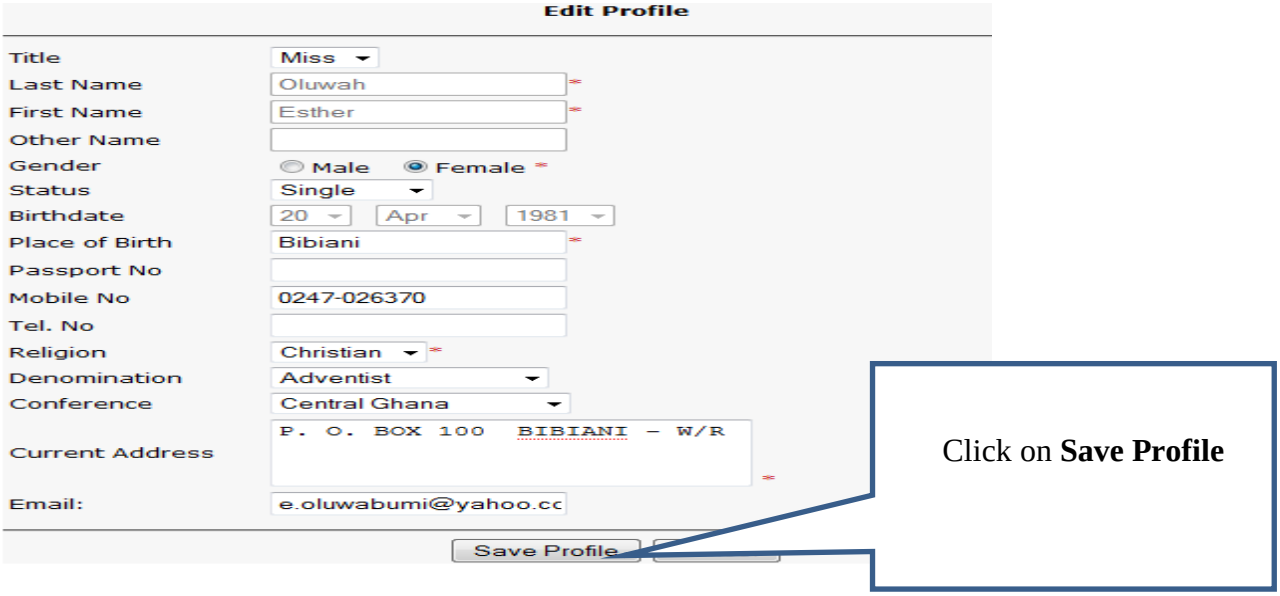
- Click on the **Profile** Link to view your profile, your guardian information, and your institution information. To edit your profile.

Figure 8.0



- To edit your profile, do the necessary changes and click on **Save Profile** button to save your changes.

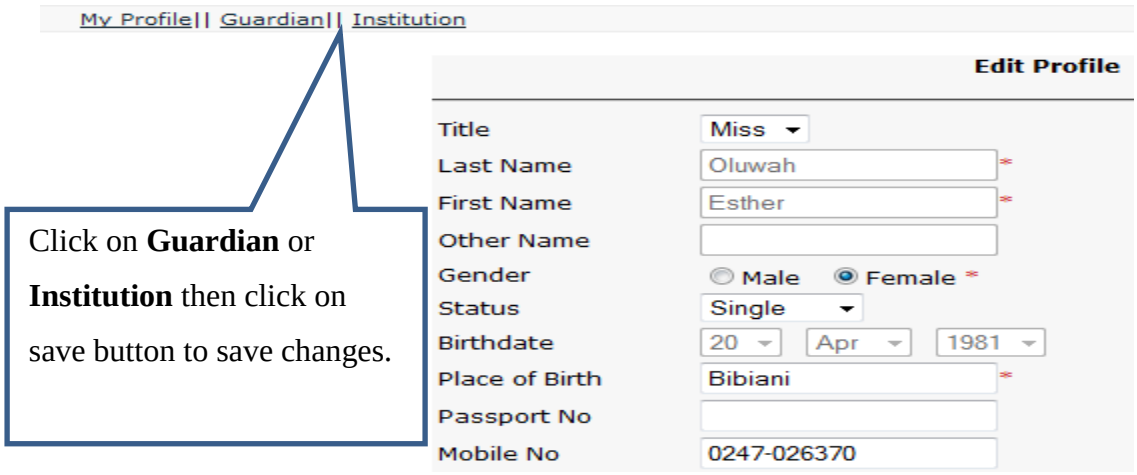
Figure 8.1



- To edit your guardian information, do the necessary changes and click on **Save Guardian** button to save changes.

- To edit your institution information, do the necessary changes and click on **Save Institution** button to save changes.

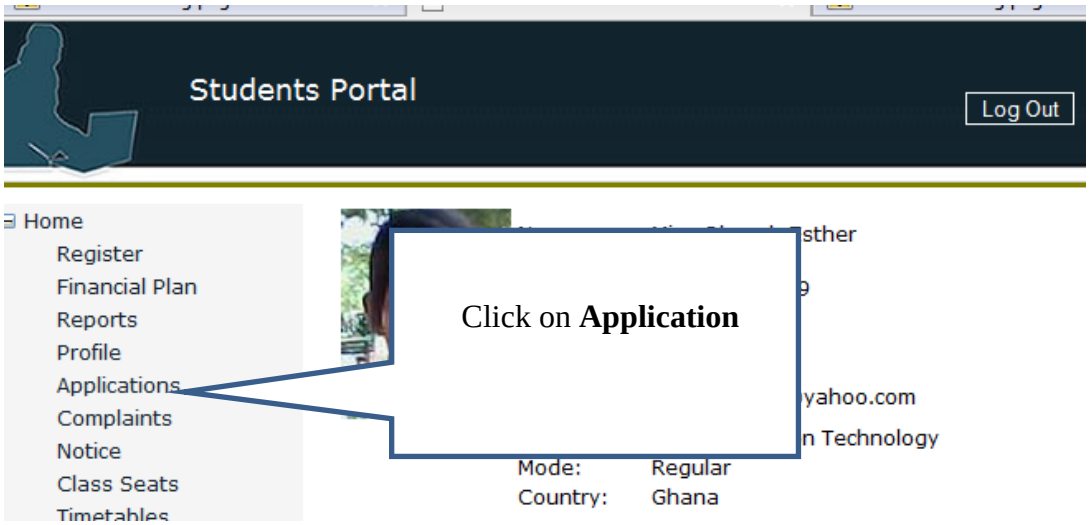
Figure 8.2



Item 5: Application

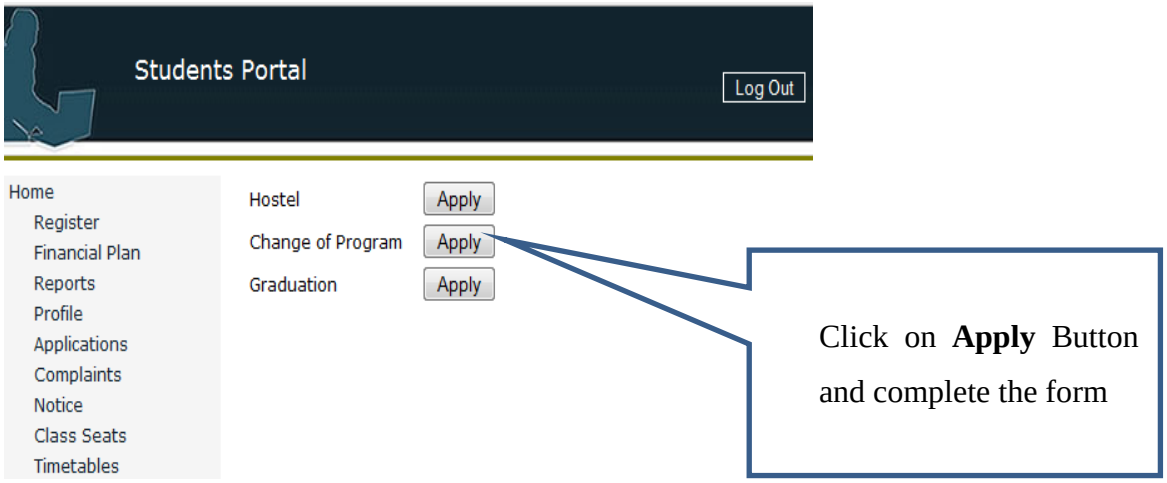
- To apply for a hostel, click on **Application** Link, click on the **Apply** Button and complete the form.

Figure 9.0



- To apply for change of program, click on the **Apply** Button and complete the form.
- To apply for graduation, click on the **Apply** Button and complete the form.

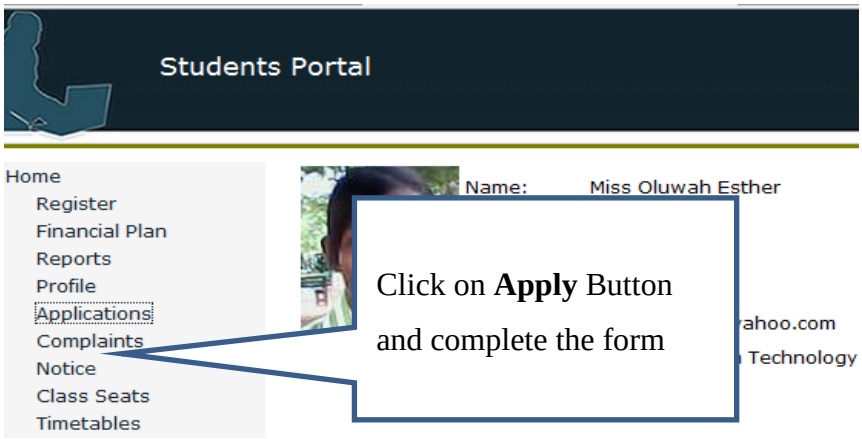
Figure 9.1



Item6: Complaints

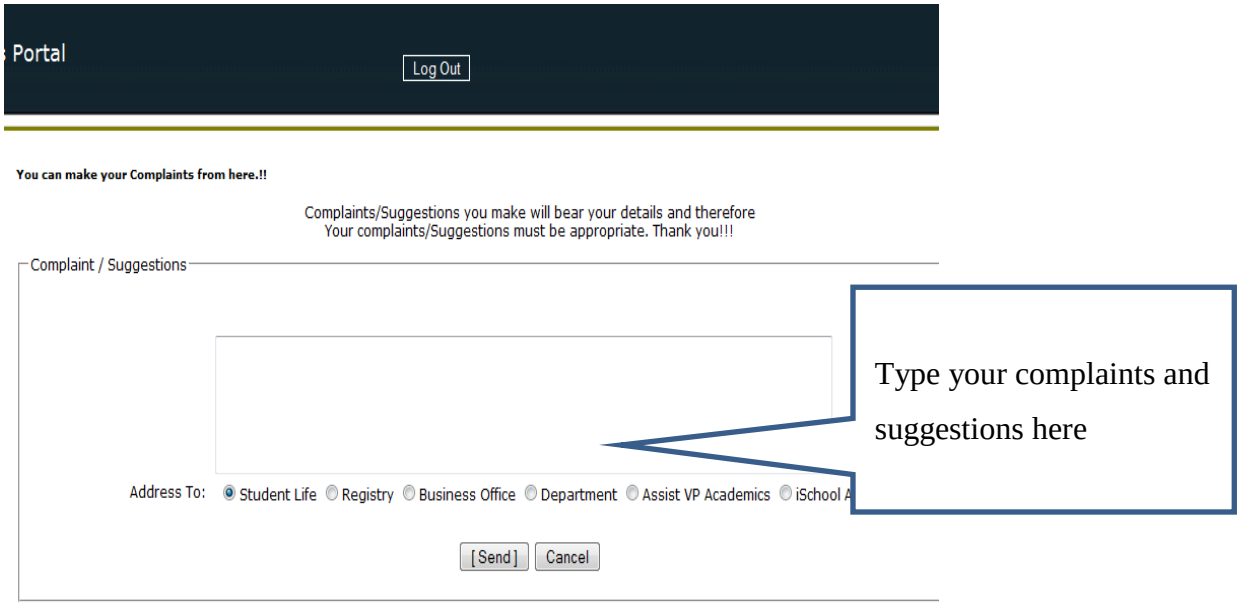
- To lodge a complaint, click on the C**omplaint** Button

Figure 10.0



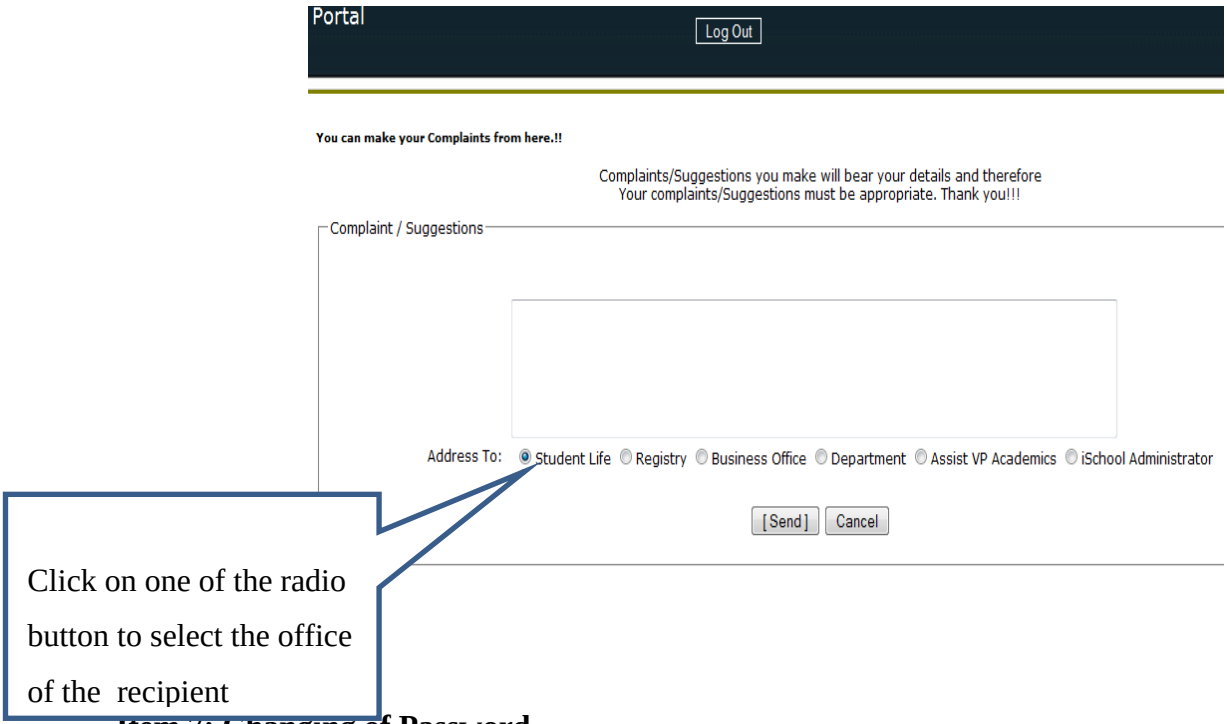
- Type your complaints and suggestions here.

Figure 10.1



- Select the office of the recipient by choosing one of the radio buttons and click on **Send**

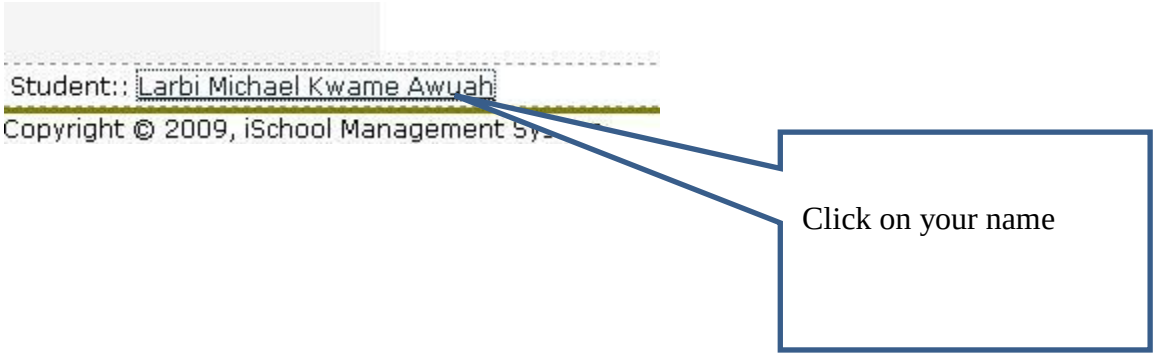
Figure 10.2



Item 7: Changing of Password

To change your password, scroll down and click on your name at the lower left corner.

Figure 11.0

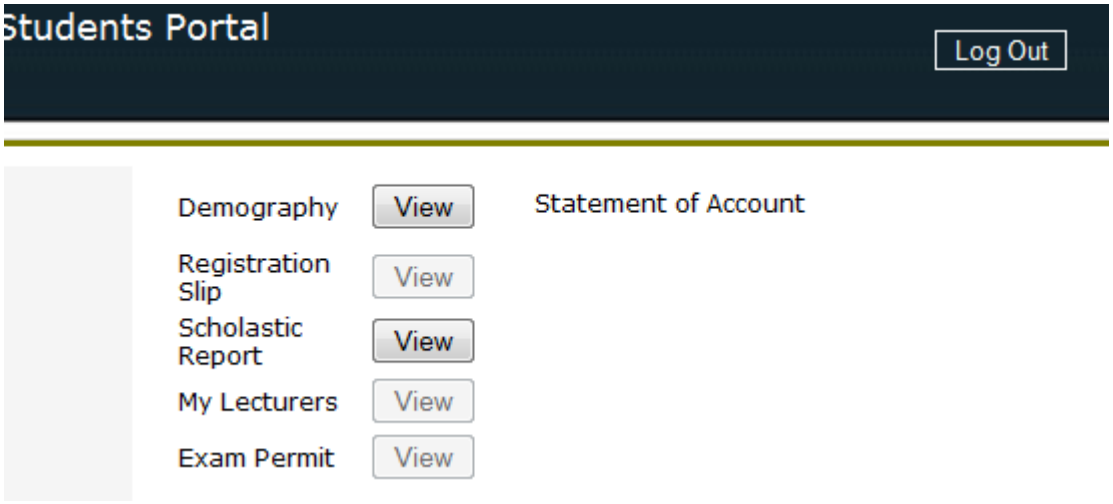


Enter the old password first, then enter the new one, confirm by entering the new password again and click on change.

Figure 11.1

Please don't forget to log out.

Figure 12.0


Students Portal
Log Out
Demography
View
Statement of Account
Registration Slip
View
Scholastic Report
View
My Lecturers
View
Exam Permit
View